

## DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 010 INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) PROGRAM  
Functional Area Manager: RAM  
Point of Contact: LTCOL MICHAEL J. MCMICHAEL  
E-mail: [MICHAEL.J.MCMICHAEL@USMC.MIL](mailto:MICHAEL.J.MCMICHAEL@USMC.MIL)  
(DSN) 278-0524 (COML) 703 784-0524  
Date Last Revised: 12 March 2012
- 010 00 NO SUBCAT FOR THESE STATEMENTS
- 010 00 001 Has the Command designated a single point of contact as the OpSponsor for all Individual Mobilization Augmentee (IMA) matters?  
Reference  
MCO 1001.62A, PAR 4b(5)(a)
- 010 00 002 Is the OpSponsor an active duty or an active reserve officer or senior Federal employee (GS-09 or above)?  
Reference  
MCO 1001.62A, PAR 4b(5)(a)
- 010 00 003 Does the OpSponsor have a designation letter containing, the appointee's signed endorsement of acceptance? Was the letter submitted to CMC (RAM-5) and COMMARFORRES CSC?  
Reference  
MCO 1001.62A, PAR 4b(5)(a)
- 010 00 004 Has the Command developed wartime manpower/mission requirements?  
Reference  
MCO 1001.62A, PAR 4b(5)(b)
- 010 00 005 Has the Command submitted authorized manning requirements on an annual basis or as requested by CMC (RA)?  
Reference  
MCO 1001.62A, PAR 4b(5)(c)
- 010 00 006 Has the Command properly submitted requests to add, delete, or modify existing IMA BICs in Marine Corps force structure or on joint-manning documents to Total Force Structure Division (TFSD)?  
Reference  
MCO 1001.62A, PAR 4b(5)(d)
- 010 00 007 Has the Command appointed in writing the appropriate individuals to manage the unit's Drill Manager responsibilities either in the OpSponsor appointment letter or in separate correspondence? Has a copy of this letter been forwarded to CMC (RA) via the COMMARFORRES CSC?  
Reference  
MCO 1001.62A, PAR 4b(5)(e)

- 010 00 008 Has the Command completed a NAVMC 11119 and DD Form 577 for all users, except Commanding Officers, that require Drill Management (DM) Manager, Trusted Agent, and Approver Roles? Has the command submitted a DD Form 577 for all other Roles (except standard users)?  
Reference  
MCO 1001.62A, PAR 4b(5)(e)
- 010 00 009 Does the Command have procedures to advertise current and projected billet vacancies, based on annual Authorized Manning and Current On/Hand Staffing?  
Reference  
MCO 1001.62A, PAR 4b(5)(h)
- 010 00 0010 Does the Command have procedures in place to ensure proficiency and conduct marks are submitted on all Corporals and below for the required reporting periods?  
Reference  
MCO 1001.62A, PAR 4b(5)(i); IRAM
- 010 00 0011 Does the Command have procedures in place to track and ensure fitness reports are submitted on all Sergeants and above?  
Reference  
MCO 1001.62A, PAR 4b(5)(i); MCO P1610
- 010 00 0012 Are requests for annual training, active duty for training, or Active Duty Operational Support (ADOS) submitted to COMMARFORRES CSC 30 days prior to the start of duty?  
Reference  
MCO 1001.62A, PAR 4b(5)(k)
- 010 00 013 Are all requests for activation submitted to CMC (MMFA) in accordance with the references?  
Reference  
MCO 1001.62A, PAR 4b(5)(l)
- 010 00 014 Does the Command have procedures in place to avoid issuance of confirmation orders?  
Reference  
MCO 1001.62A, PAR 4b(5)(k)&(l), MCO 1001R.1K
- 010 00 015 Does the Command have procedures in place to ensure or facilitate the completion of all required annual training?  
Reference  
MCO 1001.62A, PAR 4b(5)(m)
- 010 00 016 Does the Command have procedures in place to determine if security clearance requirements for IMA billets are current and appropriate for the respective assignment?  
Reference  
MCO 1001.62A, PAR 4b(5)(n)

- 010 00 017 Is the Command ensuring the medical and dental readiness for IMA members is current and reported?  
Reference  
MCO 1001.62A, PAR 4b(5)(o)
- 010 00 018 Did the Command plan, prepare, and submit an annual ADOS budget request to CMC (RAP) via COMMARFORRES? Did the request include anticipated off-site Inactive Duty Training (IDT), additional Annual Training (AT) and other associated ADOS requirements?  
Reference  
MCO 1001.62A, PAR 4b(5)(p)
- 010 00 019 Did the Command develop policy to execute legal jurisdiction and request mast authority over the IMA Marines assigned to their command?  
Reference  
MCO 1001.62A, PAR 4b(5)(r), MCO 1001.1R.1K
- 010 00 020 Did the Command ensure IMA Marines' Government Travel Charge Card Accounts are administered by the appropriate authority, Agency Program Coordinator (APC), within the Command?  
Reference  
MCO 1001.62A, PAR 4b(5)(s), MCO 4600.40A
- 010 00 021 Did the Command ensure Reserve career retention and development counseling of assigned enlisted IMA Marines?  
Reference  
MCO 1001.62A, PAR 4b(5)(t) and PAR 4b(4)(J), MCO 1040R.35
- 010 00 022 Did the Command ensure assigned IMA Marines comply with all statutory, and DoD information submission requirements ( i.e. Civilian Employment Information)?  
Reference  
MCO 1001.62A, PAR 4b(5)(u)
- 010 00 023 Did the Command coordinate with the servicing Personnel Administration Center to facilitate all promotion and retirement actions for assigned IMA Marines?  
Reference  
MCO 1001.62A, PAR 4b(5)(v)
- 010 00 024 Did the Command review, validate and coordinate settlement of assigned IMA Marines' claims for Reimbursement of Expenditures on Official Business (SF 1164)?  
Reference  
MCO 1001.62A, PAR 4b(5)(w)
- 010 00 025 Did the Command ensure timely review of member IMA Marines IDT requests in Drill Manager (DM)?  
Reference  
MCO 1001.62A, PAR 4b(5)(x)

